



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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November 13, 2007

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

**PROCEDURES FOR DEVELOPMENT OF LEGISLATIVE POLICY AND POSITIONS,  
AND ADVOCACY OF COUNTY INTERESTS**

This memorandum is to review and update the procedures for the development of County policies and positions on legislation, and advocacy of County interests. This effort relies on close coordination and collaboration among the Chief Executive Office (CEO), departments, and other County entities.

**Development of Legislative Policy Recommendations**

The CEO presents the State and Federal Legislative Agendas for Board approval of additions and revisions at the beginning of each calendar year. The Agendas include proposals for policies, goals, and County sponsored legislation. To be responsive to changing circumstances and new concerns, the Agendas are revised according to legislative actions, new Board priorities, changes in the fiscal outlook, and specific departmental requests. The Agendas serve to focus the County's legislative advocates in representing the County's interests in Sacramento and Washington, D.C.

County departments, in coordination with the Deputy Chief Executive Officers and Board offices, are asked to work with the CEO's Office of Intergovernmental and External Affairs (OIEA) in developing legislative policies for the State and Federal Agendas and to submit their policy recommendations to OIEA. Recommendations are also obtained from the County's legislative advocates and the Legislative Strategist as well as task forces, working groups, commissions and advisory bodies.

### **Seeking a Board Position**

**Existing Policies and Positions** - When a recommended position is consistent with existing County policy or a specific existing position on an issue, as adopted in either the State or Federal Agenda, the Board will be notified through a State or Federal Legislative Update memorandum. Legislative updates, issued by the CEO on an as-needed basis, provide the Board with an overview of recent legislative actions, the current status of legislation of interest to the County, and any new legislative positions that the County will be pursuing based on current policy. If a Board Office has reservations about a pursuit of position included in a State or Federal Legislative Update memo, the bill will be included in a Board letter for Board consideration. Once an update has been sent to the Board, County officials may represent the County's interests in Sacramento and Washington, D.C.

County committees, commissions, and other advisory bodies should submit their legislative recommendations to the CEO for review to determine if they are consistent with County policy. The CEO will provide a copy of this review for attachment to the advisory body's document.

**New Policies and Positions** - If existing policy is not applicable to a particular bill, a Board letter is prepared by the CEO in coordination with affected departments. The analysis of the bill includes the fiscal, programmatic, and service impact on affected departments or advisory bodies, and the CEO's recommended position. The letter is placed on the Board Agenda and, if approved, is added to the County's existing policies.

If a Board member places a motion on the Agenda recommending a position on legislation, it is the responsibility of the CEO and affected departments to produce a Board memorandum on the impact of the motion. When the motion is approved, the position is added to the County's Legislative Agenda.

### **Responsiveness to Board Agenda Items**

The CEO provides recommendations to the Board on Agenda items affecting legislation and other policy issues. It is particularly important that departments provide their assessment of proposed legislation and budget items to my office. In our reports, we provide estimates of County and departmental impacts, cite departmental policy issues, indicate our recommendation and whether the recommendation is consistent with existing Board policy. In most cases, my office is able to obtain general information on proposed legislation; however, we do rely on the special expertise of departments for information on programmatic and fiscal impact.



All Department Heads  
November 13, 2007  
Page 3

Special attention is required when legislative items are on the Board's Tuesday Agenda. Please ensure that you provide your CEO analyst with Agenda related information by 12 noon on Friday for items on the Regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 a.m. on the Monday before the Board's Tuesday regular meeting. It is our intention to provide the Board with Agenda memos no later than 12 noon on the day before Board meetings.

If we do not receive the requested information by the deadlines, it will be noted in the memo to the Board. This may require departments that are closed on Friday to make special arrangements to comply with this request. It will also require close coordination with our office, affected departments, Board offices, and the Executive Office to identify legislative agenda items that may be placed on the Green Sheet as early as possible and immediately begin the analysis.

#### **Advocacy of the County's Interests**

Designated officials and staff represent the County's interests in Sacramento and Washington, D.C. based upon Board-approved legislative policies and bill positions. This also applies to legislation pursued by professional associations and written correspondence. In order for a department or commission to pursue legislation or take positions on behalf of the County on bills sponsored or supported by professional associations, the CEO must determine that the position is consistent with existing Board policy and notify the Board in a Sacramento or Washington, D.C. update.

To ensure coordination, especially with the Sacramento and Washington, D.C. advocacy offices, it is important that County officials and departmental staff advise the Board and this office on plans to attend meetings and hearings prior to events. County departments have been provided with a form to complete and fax to the CEO for this purpose.

Your continued cooperation with these procedures will help to enhance the coordination and effectiveness of our advocacy efforts.

WTF:SRH:GK  
MAL:IGA:acn

c: Each Supervisor  
Executive Officer, Board of Supervisors  
County Counsel  
Deputy Chief Executive Officers  
Departmental Legislative Coordinators